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10 December 1947

MEMORANDUM TO: Chief, Personnel Branch, A&M  
 Chief, Services Branch, A&M  
 Chief, Budget and Finance Branch, A&M  
 Chief, Management Branch, A&M  
 Chief, Reference Center, A&M

SUBJECT: Policy re Security Violations

1. The excessive number of security violations reported in recent weeks against the branches of Administration and Management make it essential to establish disciplinary measures to be applied in the case of each such violation which occurs on or after the date of this memorandum.

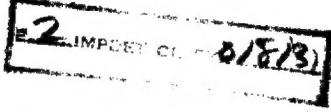
2. Disciplinary measures will be --

- First security violation on the part of an individual - one week's extra detail as branch security officer to perform the daily security check required at the close of business.
- Second security violation on the part of an individual - one week's suspension from duty without pay.
- Third security violation on the part of an individual - dismissal from CIA.

3. The following basic policies are prescribed to assist in the prevention of security violations:

- All classified material in the hands of each individual in each branch of A&M will be properly secured immediately at the closing hour of each working day except when specifically authorized otherwise by the Branch Chief in person.
- The individual or individuals of each branch who are assigned to duty of checking for security at the close of each working day will be required to remain for a specified period after the official closing hour and making a final security check at the end of that period. Compensatory time off will be given to such individuals on the morning of either the day of security duty or the following morning.
- When an individual is authorized by the Branch Chief in person to work on classified material after the official closing hour, such individual will be cautioned each time and in each case by the Branch Chief as to his security responsibilities.

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5. The disciplinary measures proscribed in paragraph 2 above will be applied by Branch Chiefs immediately upon receiving official notification of the security violation unless the Branch Chief believes, after personal investigation, that a security violation should not be charged to the individual concerned. In the latter case all circumstances will be submitted to the Executive for ADM in writing for final determination.

6. Security violations charged equally to more than one person will be considered a separate violation against each individual concerned.

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Executive for  
Administration and Management

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